

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
November 28, 2017 -- 7:15 P.M. Page 1 of 2

Members Present: Jennifer Brent, George Cushing, Roman Ozeruga, Kelsey Trostle, Holly Tsur, Larissa Whalen Garfias (1 vacancy)
Staff Present: James Reitz
Council Liaison: Tom Johnston
Citizens Present: 03

1. **Call to Order:** Trostle opened the meeting at 7:18 p.m.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. **Original Town Resurvey Update:** Bernadette Niederer and Dave Pinyerd presented some maps of the survey area that runs from Hawthorne to "B" Street and 21st to 16th avenues. They noted the survey area includes homes and buildings 35 years and older to provide information into the future beyond the standard 50-year period. The first map showed all buildings 35 years and older; the second map showed buildings erected from 1850 to 1967 (the 50-year cutoff); while the third map showed buildings erected from 1970 to date. They have not yet prepared a percentage of contributing structures, but noted that generally, the close-in downtown business district appeared to have a high percentage of contributing buildings. There were some other small pockets of contributing areas also; Pacific University for instance has a large concentration. Reitz noted that staff is working with the university to update their master plan, including a plan for their historic structures.

They reminded the Board that for a building to be considered a contributing resource to a district, it would need to be over 50 years old; convey a sense of the history during the period of significance; and not seriously changed from its original appearance, although they noted that SHPO has become less rigid about replacement windows.

They said that their next step would be to prepare a working boundary for a potential downtown district, and double-checking the survey data for accuracy. They will forward Reitz a revised work schedule since due to the holidays and other commitments they would not be working on this project in December, but will start working on it again in January. They plan to next report at the February 27th meeting.

B. **Media Outreach – Editorial Calendar:** Trostle started a discussion of possible articles for 2018. Among the suggestions were: The HLB – who, what, and why; Board member requirements; recruiting a Pacific University staff member and/or student member; multiple articles on a downtown district and its benefits; wood versus vinyl windows; Preservation Grants and the buildings that have benefited from them; exemplary home remodels; the Historic Landmark designation process and why a homeowner recently chose to have her home designated; commercial building remodels; historic homes that would tie into Valentine's Day or other holidays; benefits of historic preservation generally (even if not a district); the difference between preservation and reconstruction; unique buildings; Oregon Main Street Association; marketing; design guidelines; how to preserve an old house; and Historic Preservation Month. Trostle will prepare a draft calendar for review at the next meeting.

Cushing was reminded of the need for the article on the Anderson Building. He and Ozeruga agreed to work on it.

4. Old Business/New Business:

- Approval of HLB Meeting Minutes. The meeting minutes of October 24, 2017 were approved with two minor corrections.
- Council Liaison Report: Johnston discussed city business including public safety; working on a program to improve communication between emergency service providers; new electric rates; a new travel lodging tax to be dedicated to promoting tourism; the school district's long range facility plan; and the appointment of a new city councilor. He said he will start working with local cemetery staff to see about getting the cemeteries officially recognized as historic. He also reminded the Board of the need to be cautious when discussing topics online, in order to avoid potential conflicts of interest or the perception of decision-making outside of an official meeting.
- FHFG Report: Melody Haveluck reported that the next FHFG board meeting would be on January 15th. Articles for the next edition of the Friendly Gazette are due by January 14th and the *Selling Your Historic Home* article is in the current issue. She said the A. T. Smith house is featured on the 2017 Forest Grove Christmas ornament. They are starting a capital campaign to raise about \$2.50 million to restore the house and grounds. Lastly, she reported on Neil Poulsen's activities with the Historic District Team.
- Staff Update: Reitz had nothing to report.
- Other: The next meeting will be on December 19th due to the holiday; all were encouraged to bring treats to enjoy after the meeting.

5. Adjournment: The November 28, 2017 meeting adjourned at 9:29 p.m.

These minutes respectively submitted by George Cushing, Secretary